

**PATTON – FULLER COMMUNITY HOSPITAL
EMPLOYEE EVALUATION FORM**

Check one

- 90 Day
- Six Months
- Annual 2005
- Promotion

Department: Security

Employee Name: Alva Branham

Job Title: Security Officer

GENERAL EVALUATION

*Rate (1-3) 1=Unacceptable 2=Acceptable 3=Exceptional
A rating of 1 or 3 must have a comment*

- 1. Attendance:** 2
- 2. Grooming:** 2
- 3. Attitude:** 2
- 4. Dependability:** 2

JOB SPECIFIC EVALUATION

Rate the essential functions of the job utilizing the Job Description. Identify each essential function and provide a rating of 1, 2, or 3

1= Unacceptable 2= Acceptable 3=Exceptional

Provide examples to justify a rating of 1 or 3. Provide appropriate guidance to the employee for improvement

- 1. Routine patrol of assigned areas of the hospital in order to enforce the hospital's security rules.**
Rating: 2
- 2. Maintain as security watch by viewing and operating the Central Monitoring Surveillance System.**
Rating: 2

3. **Maintain radio communication with the Central Office and other security officers to assure a coordinated approach to monitoring the safety of property and persons.**
Rating: 1
Comment: On two separate occasions, central control was unable to reach you through radio communications. On one occasion, you had not turned your radio on and on the second occasion, you had left your radio in the bathroom.
4. **Assure that authorized personnel are in appropriate areas by observing ID badges.**
Rating: 2
5. **Provide traffic control in times of disasters both internal and external in nature.**
Rating: 2
6. **Prepare reports of incidents involving lost or stolen items for patients, visitors and staff.**
Rating: 2
7. **Obtain patient valuables and store appropriately, retrieve when patients are discharged.**
Rating: 2
8. **Patrol parking areas and control traffic as needed.**
Rating: 2
9. **Respond to all CODES and provide assistance as needed.**
Rating: 2
10. **Assist as needed in occurrences of a MR. STRONG.**
Rating: 2
11. **Escort personnel to and from their vehicles as requested.**
Rating: 2
12. **Respond to staff panic button calls and take appropriate action.**
Rating: N/A

Total the rating scores and divide by number of items scored this will equal the overall evaluation average score: **1.9**

Merit increases will be awarded as follows for 12 month annual evaluations:

No merits are given for 90 day or 6 months.

Promotion evaluations are for the personnel file only

- Average score of 3 = 5% increase
- Average score of 2 = 3% increase
- Average score of 1 = 0% increase

An average score of 1 will require a written plan for improvement in consultation with Human Resources and another evaluation in 3 months.

Recommended merit increase for this evaluation period: 2.5%

Evaluator Signature and Date:

Employee Signature and Date:

Dana Sands Arpil 11, 2005
Manager of Security

Alva Branham 4 - 11 - 05